



Transforming lives through the teachings of Jesus Christ within the Catholic tradition.

BISHOP HARTLEY HIGH SCHOOL

JOB DESCRIPTION

- Job Title:** School Custodian
- Written/Revised:** 5/8/2023
- Pay Range:** Commensurate with Experience
- FLSA Code:** Non-Exempt (Hourly)
- School:** Bishop Hartley High School
- Responsible to:** Director of Facilities & Vice Principal of Operations

JOB SUMMARY

Under the direct supervision of the Director of Facilities, this School Custodian works at Bishop Hartley High School in Columbus, Ohio. Job responsibilities include participation in the meticulous upkeep of all campus facilities. Candidate must be well versed in cleaning etiquette, and able to work without supervision. While the position is primarily to clean and keep the school presentable, light handyman skills are essential in completing the daily tasks that are required. Position is primarily pm M-F, however overtime may be required during times of peak building utilization and most importantly, for the preparation of premier events on and around the Campus (Open house, Evening of Excellence Fundraiser and Athletic events).

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the Diocesan policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

1. Daily walk around of the campus including the building, parking lots and sidewalks.
2. Assist in the daily maintenance and cleaning tasks of the campus.
3. Assist in the upkeep of both cleanliness and functionality of all restrooms in the school at regular intervals daily.
4. Fully clean the main office and administrative office suites each morning.
5. Canvas property daily for loose trash and empty all exterior containers as needed.
6. Empty all trash in and around the cafeteria after each lunch period.
7. Fully clean and sanitize cafeteria daily after lunch periods.
8. Assist with cafeteria stocking and equipment maintenance.
9. Set up and tear down of facilities for in school functions and events as needed.
10. Preparation and setup for campus events.
11. Keep the major hallways and entrances free of debris and obstructions.

12. Be an integral part of summer cleanup (stripping, waxing, buffing, painting and furniture/desk relocation) at the school in preparation for the coming year.
13. During winter months, keep building entrances and walkways free of snow and ice.
14. During summer months, keep building entrances and walkways free of leaves, grass clippings and mulch.
15. Assist in Athletic Facilities upkeep during peak season.
16. Assist in stadium/gym cleanup on Saturday/Sunday mornings after home football games and major sports weekends.
17. This list is not all inclusive.
18. Daily hours to be determined by team. Shifts range from to first shift and second shift hours.

POSITION QUALIFICATIONS

Required:

1. Completion of Virtus/Protecting God's Children Training
2. Completed FBI/BCI background checks

Strongly Preferred::

3. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. Education: High school or equivalent graduate required. Asbestos certification is ideal but can/will be attained during employment.
5. Experience: Experience in janitorial and/or maintenance is preferred. Applicant's will ideally be versed in knowledge of the mechanical skills necessary to complete general maintenance tasks.
6. Job related skills: Understanding of basic tools used in daily maintenance is necessary to effectively complete the requirements of this job.
7. Interpersonal skills: Must display patience while working with others, and the ability to fully carry out tasks as a member of a larger team.

III. OTHER POSITION RESPONSIBILITIES

1. Comply with federal, state and local safety laws.
2. Assist in maintaining compliance with local fire and emergency codes.
3. Answer teacher requests and specialized needs on a timely basis when present.
4. Be prepared to perform other duties as requested.

V. PHYSICAL STRENGTH DEMANDS

The physical demands strength rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

Medium work: Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for light work.